



COMMISSION FOR CONCILIATION, MEDIATION & ARBITRATION

National Office

28 Harrison Street, Johannesburg, 2001

Private Bag X94 Marshalltown, 2107; Tel (011) 377-6650; Fax (011) 834-7351

Docex: DX147; Email: DLSCMEnquiries@ccma.org.za

REQUEST FOR QUOTATIONS "RFQ"

RFQ NO:	RQN00000213560			
DESCRIPTION OF SERVICES REQUIRED:	Request for Quote Photography and Video Services in Kwa Zulu Natal, Garden Court: Marine Parade for 2025 CCMA Service Excellence and Employee Recognition Awards			
ISSUING DATE:	30 October 2025			
PLEASE ENSURE THAT THE QUOTATION HAVE THE TOTAL FIXED AMOUNT STATED IN ORDER FOR CCMA TO BE ABLE TO EVALAUTE YOUR PRICE AND PRICE MUST INCLUDE ALL APPLICABLE TAXES				
CONTRACT DURATION	Once-Off			
CLOSING:	TIME:	16:00	DATE:	05 November 2025
DELIVERY ADDRESS	167 Marine Parade, South Beach, Durban, 4001			
QUOTATION VALIDITY PERIOD:	90 days			
CONTACT PERSON:	Mathibela Solly Lebelo; Mathibelal@ccma.org.za ; Tel: 011 377 6704			
DELIVERY OR SUBMISSION INSTRUCTIONS FOR RFQ:	The submissions of the quotations must be emailed to: RFQ7@CCMA.org.za only All quotations need to be on an official letterhead (All cost included)			
DISQUALIFICATION	Quotations not submitted to the RFQ7@CCMA.org.za will be disqualified.			
EVALUATION OF QUOTATIONS	- All quotations above R2000 will be evaluated on pricing and CCMA preferential points using the 80/20 system. - The 80 points are for requests for quotations up to the rand value of R1 million. - The 20 points will be allocated to promote the CCMA goals on ownership.			

	• NB: Supplier must attach the following documents when responding to this RFQ: • Proof of ownership must be attached in the form of: ➤ Copy of the founding documentation of the company with which the ownership is listed i.e. CIPC etc; ➤ Copy of the id-document (s) of the owner (s). ➤ Proof of Medical certificate confirming disability of the owner (s). • Failure to adhere to the above will result in the non-allocation of preferential points. • Bidders must be registered on CSD prior to submitting quotations.
--	---

Specification/Scope of work

REQUEST FOR QUOTES

The National Office of the CCMA invites service providers to submit quotations based on the specification attached:

DESCRIPTION OF GOODS AND SERVICES REQUIRED:	Request for Quote Photography and Video Services in Kwa Zulu Natal, Garden Court: Marine Parade for 2025 CCMA Service Excellence and Employee Recognition Awards
CONTACT PERSON	Mathibela Solly Lebelo; Mathibelal@ccma.org.za ; Tel: 011 377 6704

DETAILED SPECIFICATION

General Requirements

Cost: All materials, equipment, and services must be included in the supplier's quotation. CCMA will not procure items directly.

1. EVENT ONE: DIRECTOR'S ADDRESS (1 DAY)

Event Date: 28 November 2025

Venue: Garden Court: Marine Parade, Address: 167 Marine Parade, South Beach, Durban, 4001

Size of the Event: 200 (pax)

Arrival Time: 08h30 Arrival, setup and testing 8:30

9:30 guest arrival

Time service required for Director's Address: 10h00-12h00

1.1 SERVICES REQUIRED

Photography:

100 professionally edited digital photographs (This refers to the final delivery quantity of digital photographs expected from the event. Key moments to be captured (e.g., speeches, presentations, group photos).

Full event coverage video (Full event coverage means the photographer or media team is expected to capture all critical aspects of the event from start to finish. This includes:

- Guest arrivals
- Opening and closing remarks
- Keynote speeches
- Panel discussions or presentations
- Audience interactions

This ensures a holistic visual record of the event, suitable for post-event reporting, marketing, and archival purposes.

1. EVENT TWO: GALA DINNER (1 DAY)

Event Name: 2025 CCMA Service Excellence and Employee Recognition Awards Gala Dinner

Event Date: 28 November 2025

Venue: Garden Court: Marine Parade, Address: 167 Marine Parade, South Beach, Durban, 4001

Size of the Event: 200 (pax)

Arrival Time: 15h30

Equipment set-up and testing time: 16h00

Time service required for Gala Dinner: 18h00-00h00

2.2 SERVICES REQUIRED

Photography:

150 professionally edited digital photographs (This refers to the final delivery quantity of digital photographs expected from the event. Key moments to be captured (e.g., speeches, presentations, group photos).

Full event coverage video (Full event coverage means the photographer or media team is expected to capture all critical aspects of the event from start to finish. This includes:

- Guest arrivals (Red carpet).
- Opening and closing remarks
- Keynote speeches
- Presentations
- Audience interactions
- Awards session
- Commissioner Oath Taking
- Entertainment session
- Supporting pictures -Stage and random pictures
- Individual and group photos

Backdrop x 1, to be used as a plain white background for stage presentations and photo opportunities.

Dimensions: Width 3 meters x Height 2.2 meters

Material: High-quality PVC or fabric (non-reflective, matte finish), durable and wrinkle-resistant

Stage lighting: Professional lighting setup to enhance stage visibility and ambiance

360 spinning photo booth x 1 (From 17:00 – 23:00), Interactive photo/video experience for guests during the Gala Dinner.

- Motorised rotating platform (supports up to 2–3 people)
- Mounted camera arm for 360° video capture
- LED ring lighting for optimal illumination
- Instant video processing and sharing station (email, QR code, etc.)

Photo booth magazine cover with CCMA Logo and write up in black and white x 1 (From 17:00 – 23:00) – Photo booth magazine cover: standard size of 2.2 m high x 1.8 m wide x 1m deep, including branding. **Annexure A**

Video shoot for both events

4K video cameras x 4

Camera Requirements:

- **Resolution:** Minimum 4K UHD (3840 x 2160)
- **Frame Rate:** 25–60 fps
- **Low-light Capability:** ISO range suitable for indoor events
- **Storage:** SD cards or SSDs with sufficient storage

Operators:

- 4 experienced camera operators
- Familiarity with live event coverage and multi-cam setups

Output:

- Raw footage for editing
- Live feed integration with venue screens
- **Video Editing:** Highlight and full-length videos.
- 10-minute event highlight video (edited) including short interviews with speakers/winners within 4 days after the event.
- Full event video (edited) within 7 days after the event.

All video accessories: Tripods, external flash, lens filters, camera bags, memory cards, remote shutter release, gimbal stabiliser, Battery backup.

1 video switch operator

Technical Director

Live Feed: Real-time video feed to venue screens

FUNCTIONAL REQUIREMENTS SPECIFICATION

1 EVALUATION CRITERIA

The bid will be evaluated in two (2) stages:

- Stage 1: Functionality Evaluation
- Stage 2: Price and Preferential Points Evaluation

1.1 FUNCTIONALITY EVALUATION

The bidders will be required to score a **minimum of 65** points (functionality) to qualify for Stage 2 of the evaluation, where only points for Price and Preferential will be considered.

Functional Requirements:

Failure to submit the below will result in the bid not scoring points

- Portfolio of the bidder of previous similar events (Links to photo galleries or videos of previous work done, website or social media showcasing the work done)
- 3 Contactable references: The CCMA may contact the references to validate the submission

Equipment Ownership:

- Supplier must indicate whether equipment is owned or hired and provide proof.

Human Resources

Provide proof of experience for all camera operators and technical staff. Please provide portfolio of evidence of camera operators (videography and photography).

Functionality: Criteria (minimum threshold is 65 points)

FUNCTIONALITY	
CRITERION	WEIGHT
1. Proof of successful work in Media Services Bidders must provide three written contactable reference letters from previous clients not older than three (3) years from current and previous companies where similar services were rendered: The reference letters from the clients must include: ➤ Company name ➤ Company letterhead ➤ Contactable person ➤ Contactable telephone numbers ➤ Signed and dated ➤ Service Rendered • 3 positive reference letters (30 =points) • 2 positive reference letters (20= points) • 1 positive reference letter (10= points) • No reference letter (0 point) Note: Letters of award, Purchase Order (PO), or appointment letter will not be accepted. CCMA may verify the reference letters with clients.	30
2. Portfolio of the bidder of previous similar events The bidder must submit a portfolio demonstrating experience in delivering similar events. Acceptable forms of evidence include: Links to both photo galleries and video recordings of previous work; this can either be an official website showcasing relevant projects (Portfolio) or a social media	30

FUNCTIONALITY	
CRITERION	WEIGHT
platform displaying complete assignments (not limited to the already mentioned platforms).	
No portfolio provided for the bidder will result in a zero score	
3. Equipment Ownership of Equipment Business Equipment: Bidders must provide proof to indicate whether the equipment is owned or hired. Please provide proof. Proof must be in the form of: Asset register listing the equipment OR Purchase invoices or receipts, OR Insurance documents listing the equipment. Hired Equipment: Letter from the service provider confirming hire of equipment. If the above is not available A signed, sworn affidavit stating whether the equipment is owned or hired, supported by documentation not mentioned above. No proof of ownership will result in a zero score	20
4. Human Resources The bidder must provide proof of experience for each of the four (4) camera operators and relevant technical staff. A portfolio of evidence must be submitted as proof for each camera operator, covering both videography and photography experience. No portfolio provided for the technical staff will result in a zero score	20
Total points for Functionality	100
A minimum requirement for functionality out of 100 is	65

Bidders who fail to score a minimum threshold of 65 points or above will be disqualified and will not proceed to the next stage of evaluation.

2. PRICE AND SPECIFIC GOALS

PRICE AND SPECIFIC GOALS (STAGE 3 OF EVALUATION)	POINTS
Price Evaluation The proposals will be evaluated in terms of the 80/20 evaluation principle, in line with Preferential Procurement Policy Framework Act and Preferential Procurement Regulations (PPR) 2022, where	

80 points is allocated for price and the 20 points will be allocated to promote the CCMA goals on ownership.	
Points allocated for price	80
Points allocated for specific goals	20
TOTAL FOR PRICE and SPECIFIC GOALS	100

2.1 The applicable preference point system for this tender is the 80/20 through the applicable Preferential Procurement Regulations principles aligned with the set evaluation thresholds determined by the National Treasury. The evaluation criteria shall be in terms of the Preferential Procurement Policy Framework Act No.5 of 2000 and Preferential Procurement Regulations (PPR) 2022 provisions that have specific goals as contemplated in section 2(1)(d) of the Act, where 80 points are allocated for price and 20 points will be allocated to promote the CCMA goals on ownership.

a) The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

2.2 Suppliers with the highest score on specific goals will be appointed in descending order (with top scorers prioritised). The size of the panel, to a maximum of 10 per region, will be determined so as to ensure a spread of suppliers in various geographical locations across South Africa.

2.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- Price; and
- Specific Goal(s).

2.4 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for Specific Goal(s) with the tender, will be interpreted to mean that preference points for Specific Goal(s) are not claimed.

2.5 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at anytime subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

Annexure A





COMMISSION FOR CONCILIATION, MEDIATION & ARBITRATION

TO THE CCMA

PROTECTION OF PERSONAL INFORMATION ACT, 4 OF 2013

By signing this form;

- a) I/we hereby grant my/our voluntary consent that my/our personal information may be processed, collected, used and disclosed in compliance with the Protection of Personal Information Act, 4 of 2013.
- b) I/we furthermore agree that my/our personal information may be used for the lawful and reasonable purposes in as far as the CCMA (responsible party) must use my/our information in the performance of its public legal duty.
- c) I/we understand that my/our personal information may be disclosed to a third party in as far as the CCMA must fulfil its public legal duty.
- d) I/we furthermore understand that there are instances in terms of abovementioned Act where my express consent is not necessary to permit the processing of personal information, which may be related to litigation or when the information is publicly available. Further details are available on the CCMA website.

SIGNED AT _____ ON THIS _____ DAY OF _____ 2025

COMPANY NAME: _____

INITIAL AND SURNAME OF REPRESENTATIVE OF THE COMPANY: _____

SIGNATURE OF REPRESENTATIVE OF THE COMPANY: _____

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

- 2.2 Do you, or any person connected with the bidder, have a relationship

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

I, _____ the _____ undersigned,
 (name)..... in
 submitting the accompanying bid, do hereby make the following
 statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	
Signature	Date
.....	
Position	Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for Specific Goal(s).

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) The 80/20 preference point system will be applicable in this tender. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goal(s).

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
Price	80
Specific Goal(s)	20
Total points for Price and Specific Goals	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for Specific Goal(s) with the tender, will be interpreted to mean that preference points for Specific Goal(s) are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \mathbf{Ps} = \mathbf{80} \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) & \mathbf{or} & \mathbf{Ps} = \mathbf{90} \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)
 \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration
Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} 80/20 & \text{or} & 90/10 \\ Ps = 80 \left(1 + \frac{Pt - Pmax}{Pmax} \right) & \text{or} & Ps = 90 \left(1 + \frac{Pt - Pmax}{Pmax} \right) \end{array}$$

Where

Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOAL(S)

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for SPECIFIC GOAL(S) stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for Specific goal(s) for both the 90/10 and 80/20 preference point system.

Table 1: Specific Goal(s) for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

Ownership verification will be conducted in line with the Central Suppliers Database by National Treasury. Company Registration Documents and the owner/s identity documents	80/20 Preference points system	90/10 Preference Points system
Price	80	90
<i>Black Owned Entities</i>	08	04
<i>Women Owned Entities</i>	06	03
<i>Youth Owned Entities</i>	04	02
<i>PWD Owned Entities</i>	02	01
Total points for Price and Specific Goals	100	100

TENDERERS WILL BE AWARDED POINTS AS FOLLOWS:

The points must be allocated and awarded as follows:

i.	Total Tendered Price	:	80 points	
ii.	Black Owned Entities	:	08 points	} Specific Goals (Maximum Points)
iii.	Women Owned Entities	:	06 points	
iv.	Youth Owned Entities	:	04 points	
v.	Persons with Disability Owned Entities	:	02 points	
	Total	:	100 points	

4.3 The points scored for specific goals will be added to the points scored for price and the total must be rounded off to the nearest 2 decimal places.

5 TENDER PRICE

The following formula will be used to calculate the points out of 80 for price in respect of tender with a rand value not exceeding R 50 million (inclusive of all applicable taxes). the lowest acceptable tender must score 80 points for price, and other tenders which are high in price must score fewer points, on pro rata basis.

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

where -

Ps = points scored (awarded) for price of tender under consideration

Pt = price of tender under consideration; and

Pmin = price of the lowest acceptable tender

6 SPECIFIC GOALS

6.1 % OWNED BY BLACK PEOPLE (BO)

A maximum of eight (8) points will be awarded to a tenderer who is black people % of enterprise. Equity ownership for black people will be determined by the % of the enterprise owned by such a person or by the % of shares owned by member/s who are actively involved in the day-to-day management of the company or enterprise.

% owned by black people -----%

thus, points awarded: $8 \times \frac{\% BO}{100} =$

proof of ownership must be attached in the form of:

- a) Copy of ID;
- b) Copy of the founding documentation on the company with which the ownership is listed i.e. CIPC etc.

6.2 % OWNED BY PEOPLE WHO ARE WOMEN (WO)

A maximum of six (06) points will be awarded to a tenderer who is a woman. equity ownership for women will be determined by the % of the enterprise owned by such a person or by the % of shares owned by member/s who are actively involved in the day-to-day management of the company or enterprise.

% of enterprise owned by women -----%

thus, points awarded: $6 \times \frac{\% WO}{100} =$

proof of ownership must be attached in the form of:

- a) Copy of the ID;
- b) Copy of the founding documentation of the company with which the ownership is listed i.e. CIPC etc.

6.3 % OWNED BY YOUTH PEOPLE (YO)

A maximum of four (04) points will be awarded to a tenderer who is a youth. Equity ownership for youth will be determined by the % of the enterprise owned by such a person or by the % of shares owned by members who are actively involved in the day-to-day activities of the company or enterprise.

% of enterprise owned by youth person(s).....%

thus, points awarded: $4 \times \frac{\% \text{ yo}}{100} =$

Proof of ownership must be attached in the form of:

- a) Copy of ID;
- b) Copy of the founding documentation on the company with which the ownership is listed i.e. CIPC etc.

6.4 % OWNED BY PERSONS WITH DISABILITY (PWD)

A maximum of two (2) points will be awarded to a tenderer who is disabled. equity ownership for persons with disability youth will be determined by the % of the enterprise owned by such a person or by the % of shares owned by members who are actively involved in the day-to-day activities of the company or enterprise.

% of enterprise owned by persons with disability.....%

thus, points awarded: $2 \times \frac{\% \text{ PWD}}{100} =$

proof of ownership must be attached in the form of:

- a) Copy of ID;
- b) Copy of the founding documentation on the company with which the ownership is listed i.e. CIPC etc;
- c) Proof of Medical certificate confirming disability

(To be completed by bidder)

TABLE B: OWNERSHIP

NAME AND SURNAME /ENTITY NAME	GENDER (MALE OR FEMALE)	AGE i.e., 32	CITIZENSHIP (RSA, OR SPECIFY OTHER)	ETHNIC GROUP (BLACK, WHITE, ETC.)	NUMBER OF SHARES PER SHAREHOLDER	PERCENTAGE OF OWNERSHIP (%) PER SHAREHOLDER
Total						

(To be completed by bidder)

TABLE- C: SPECIFIC GOALS

OWNERSHIP	TOTAL PERCENTAGE OF OWNERSHIP	SPECIFIC GOALS POINTS CLAIMED
Black ownership- BO		
Women Ownership- WO		
Youth Ownership- YO		
Persons with Disability-PWD		
Total		

7. DECLARATION WITH REGARD TO COMPANY/FIRM

7.1. Name of company/firm.....

7.2. Company registration number:

7.3. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

7.4. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the Specific Goal(s) as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the Specific Goal(s) have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....	
SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:	
DATE:	
ADDRESS:	
	
	
	